

AGENDA BILL

BREMERTON CITY COUNCIL

1. **SUBJECT:** Professional Services Agreement between Parametrix, Inc. and City of Bremerton for construction management services for the Sesko nuisance abatement project at 3536 Arsenal Way and 1701 Pennsylvania.

FOR AGENDA OF: November 7, 2001
ORIGINATING DEPT.: Fire Dept.
ORIGINATOR: Al Duke
DATE SUBMITTED:

2. **CLEARANCES:** (Comment on back if necessary)

Fire Chief: [Signature]

City Clerk: [Signature]

Interim City Atty: [Signature]

City Treasurer: [Signature]

Fiscal/Budget Comm.: _____

Operations Comm.: _____

3. **EXHIBITS:**

1. Professional Services Proposal

ENDORSEMENT ☒ INFORMATION ☐ APPROVED BY COUNCIL PRESIDENT FOR SUBMITTAL:

MAYOR [Signature] COUNCIL PRESIDENT _____

4. **SUMMARY STATEMENT AND REQUIREMENT FOR COUNCIL ACTION:**

The City of Bremerton will soon enter a contract to perform the Superior Court mandated nuisance abatement of the Sesko properties, located at 3536 Arsenal Way and 1701 Pennsylvania Avenue. Parametrix, Inc. has been asked to provide construction management services for the project, which will include observing contractor performance, processing contractor requests for payment, negotiating change orders, and assisting the City with final project inspection and contract close-out. Parametrix has estimated the cost of these activities at \$35,146.39.

RECOMMENDATION:

I move that Council approve the professional services agreement with Parametrix, Inc. in the amount of \$35,146.39 for the purpose of construction management of the Sesko nuisance abatement project.

9. RESPONSIBLE OFFICIAL: Al Duke

ENFORCEMENT OFFICIAL: Al Duke

EXPIRATION DATE: N/A

REVIEW DATE: N/A

10. NOTICE OF ACTION

PULLED _____ TABLED _____ APPROVED _____ DISAPPROVED _____ AMENDED _____
COUNCIL DIRECTIVE: _____ DATE: _____

11. AGENDA BILL NO.: _____

2. **CLEARANCE COMMENTS:**

5. **IMPACT OF NON-PASSAGE:**

City staff would be required to perform construction management for this project.

6. **IMPACT ON STAFFING, BUDGETS, FACILITIES, EQUIPMENT OR OTHER RESOURCES:**

Staff: Code enforcement activities City-wide would be severely curtailed due to the amount of time required to oversee the Sesko nuisance abatement process.

Budget: Cost of this agreement would come from the revolving abatement fund line of credit; then would be rolled into the lien which will be placed on the properties to recoup the funds expended for this project.

Facilities/Equipment: No impact

7. **RESEARCH SOURCES:**

N/A

EXHIBIT A

Scope of Work
Construction Management/Administration
Sesko Nuisance Abatement
City of Bremerton Fire Department

OVERVIEW

The City of Bremerton anticipates entering into a contract to abate public nuisances at properties located at 1701 Pennsylvania Avenue and 3536 Arsenal Way in Bremerton, Washington.

The City has requested that Parametrix assist by providing construction management and observation of the Contractor performance for the duration of the abatement contract. This scope of work describes Parametrix' project approach and estimate of cost for managing abatement activities, observing Contractor performance, processing Contractor pay requests, negotiating changes orders, and assisting the City with final project inspection and contract close-out.

Task 1 Construction Management

Goal: To monitor Contractor performance against the contract specifications and report to the City on the completion of project requirements.

Approach:

- Parametrix will conduct a pre-construction meeting with the selected Contractor to review project specifications and establish project requirements for the Contractor. Parametrix will review Contractor submittals and provide recommendations for accepting, rejecting, or modifying each submittal relative to the contract specifications. During construction, Parametrix will review requests for information, clarify construction requirements, and assess changes identified by the Contractor.
- Parametrix will provide daily construction observation of Contractor activities and conduct weekly construction meetings with the Contractor and City personnel to review progress of work, identify schedule and cost impacts, and provide weekly construction summaries for the City. Parametrix will also review Contractor pay requests, change orders and claims, and provide the City with written recommendations for issuing payment on requested items.
- At the completion of the abatement at each property, Parametrix will evaluate substantial completion and prepare a deficiency list for the Contractor to complete. Parametrix will provide written recommendations to the City regarding substantial and physical completion, release of retainage, and contract close-out.

Assumptions: Parametrix' cost estimate is based on the following assumptions:

- The contract period of performance does not exceed 120 days.
- The abatement work at each site will be conducted consecutively, not concurrently.

- Daily construction observation will require two hours per day.
- Weekly construction meetings will require two hours per week.
- One pre-construction meeting prior to initiating work at each site.
- Two inspections for contract completion at each site.
- Contractor pay requests will be submitted monthly.
- All work is completed prior to April 01, 2002.
- The City will complete project close-out documentation including bond releases, prevailing wage documentation and release of liens.

Cost: \$37,343 (refer to the attached worksheet for detail).

